

The Town of Fryeburg

Settled 1762 - Incorporated 1777

Municipal Office

16 Lovewell Pond Road

Fryeburg, ME 04037

207-935-2805 telephone

207-935-6008 fax



Minor Subdivision Application Packet

This packet includes:

- Summary of the Review Process
 - Sketch Plan Application
 - Minor Subdivision Application
- Notice of Public Hearing Template
 - Abutters List Template

Note: This summary of the review process is provided only as a reference for your convenience. Please refer to the Town of Fryeburg Land Use Ordinance for more information on the review process and the specific requirements and performance standards that need to be met by the applicant to be granted subdivision approval.

The Planning Board Review Process for Subdivision Approval

Planning Board meetings are typically scheduled for the 4th Tuesday of each month although that may vary.

The Planning Board meetings are held at 6:00 at the Town Office, 16 Lovewell Pond Road, unless otherwise noted. If it is expected to be a crowded meeting, then an alternate location will be utilized.

All application materials should be submitted to the Code Enforcement Officer, who will notify the Planning Board and forward the information accordingly. **The Planning Board must have a completed application 14 days in advance of a meeting in order to be placed on the agenda.** It is recommended that you submit your application to the Code Enforcement Officer as early as possible so that it can be preliminarily reviewed for completeness and any missing information can be submitted.

Application Fee's: \$0 Pre-application Review/Sketch Plan Application
 \$200 plus \$30 for each lot for Subdivision Application
 \$100 for Subdivision Plan Revision

Required Submittals:

- 7 applications and supporting documentation
- 7 reduced sized plans
- 3 full sized plans plus a mylar for final recording
- An digital copy of all submitted plans and supporting information

Prior to the submittal of a formal subdivision application, the subdivider shall submit a sketch plan of the subdivision for informal review to discuss the suitability of the land to be divided and the potential concerns of the Planning Board.

Following the sketch plan meeting, the applicant may submit a formal subdivision application (minor or major). The Planning Board will meet to determine if the application is complete. If it is not complete, then the applicant shall be notified in writing of the information that is missing. If it is complete, then the Board may begin the actual review of the application at that meeting. The Board may schedule a public hearing and the applicant is required to notify the neighboring abutters as outlined in Section 21 of the Land Use Ordinance. The public hearing is usually scheduled for the regular meeting the following month. The Board will typically act on an application at the Public Hearing although the Board to continue review of the application at another later meeting within 60 days. Upon making a decision on the application the Board will notify the applicant in writing of its decision.

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Date Received: _____

TOWN OF FRYEBURG PLANNING BOARD PREAPPLICATION REVIEW/SKETCH PLAN APPLICATION

Proposed Subdivision Name: _____

Applicant Information:

Name of property owner: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Name of applicant/agent (if different from owner): _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Is the applicant a corporation? ☐ Yes ☐ No

Name of engineer or surveyor who prepared the plan: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

All correspondence should be directed to (specify one of the above): _____

What interest does the applicant have in the property to be developed?:

☐ ownership ☐ option ☐ purchase and sales contract ☐ other _____

Land Information:

Town Tax Maps: Map _____ Lot(s) _____

Book _____ Page _____

Lot acreage: _____ Acreage to be developed: _____

Street Frontage: _____

Zoning District (check all that apply): ☐RR ☐VR ☐OVR ☐VC ☐ORC ☐I ☐RC

☐GC ☐Shoreland Zone ☐Resource Protection ☐Floodplain ☐Wellhead Protection

Is any portion of the property located within 250 feet of any water body/wetland? ☐ Yes ☐ No

Proposed Subdivision Information:

Number of Lots/Units proposed: _____

☐ Minor Subdivision (5 or less lots)

☐ Major Subdivision (Greater than 5 lots)

Will the proposed development include any of the following improvements? (check all that

apply): ☐ Street extension ☐ Water line extension ☐ Sidewalk extension

☐ Storm drainage

☐ Fire suppression

☐ Individual well

☐ Central well with distribution lines

☐ Connection to public water

☐ Individual waste water disposal system

☐ Multi-use waste water disposal system

☐ Engineered waste water disposal system

☐ Fire hydrants

☐ Fire pond

☐ Dedication of recreation or common lands

☐ Playgrounds/parks

Attach a sketch plan showing the existing conditions of the land proposed for development, the proposed layout of streets, lots and other features, septic information, Oxford County Soil Survey, and a vicinity map showing surrounding areas.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____

Date: _____

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Application Fee: _____

Date Received: _____

Application Reference #: _____

TOWN OF FRYEBURG PLANNING BOARD APPLICATION FOR MINOR SUBDIVISION APPROVAL

Proposed Subdivision Name: _____

Applicant Information:

Name of property owner: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Name of applicant/agent (if different from owner): _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

Is the applicant a corporation? ☐ Yes ☐ No

Name of engineer or surveyor who prepared the plan: _____

Mailing Address: _____

Daytime Phone: _____ Email Address: _____

All correspondence should be directed to (specify one of the above): _____

What interest does the applicant have in the property to be developed?:

☐ ownership ☐ option ☐ purchase and sales contract ☐ other: _____

Land Information:

Town Tax Maps: Map _____ Lot(s) _____

Book _____ Page _____

Street address of property: _____

Lot acreage: _____ Acreage to be developed: _____

Street Frontage: _____

Zoning District (check all that apply): ☐RR ☐VR ☐OVR ☐VC ☐ORC ☐I ☐RC

☐GC ☐Shoreland Zone ☐Resource Protection ☐Floodplain ☐Wellhead Protection

Is any portion of the property located within 250 feet of any water body/wetland? ☐ Yes ☐ No

List all easements, R.O.W.'s or restrictions which apply to property: _____

Existing Site Information:

Description of the current use of the site (farm, woodlot, etc): _____

Is there existing water? ☐ Well ☐ Public ☐ No

Is there an existing subsurface waste water disposal system? ☐ Yes ☐ No

If yes, submit a copy of a septic permit or drawings showing size and location.

Is there an existing road entry? ☐ Yes ☐ No

If yes, will there be any changes/modifications to the road entry? ☐ Yes ☐ No

Are there any driveways or roads? ☐ Yes ☐ No

Are there any structures currently on the property? ☐ Yes ☐ No

Are there any other non-vegetated areas? ☐ Yes ☐ No

Are any structures going to be removed? ☐ Yes ☐ No

Are there any waterbodies present on the parcel? ☐ Yes ☐ No

Has this land been the part of an approved subdivision? ☐ Yes ☐ No

Proposed Subdivision Information:

Number of Lots/Units proposed: _____

Description of Proposed Development (please thoroughly describe all aspects of the project including but not limited to the number of units proposed, roads that will be constructed, site improvements that will be made, etc.):

Will the proposed subdivision include any of the following improvements? (check all that apply):

- ☐ Street- new/extension ☐ Water line extension ☐ Sidewalk- new/extension
- ☐ Storm drainage ☐ Fire suppression ☐ Individual well
- ☐ Central well with distribution lines ☐ Connection to public water
- ☐ Individual waste water disposal system ☐ Multi-use waste water disposal system
- ☐ Engineered waste water disposal system ☐ Fire hydrants ☐ Fire pond
- ☐ Dedication of recreation or common lands

Estimated cost of infrastructure improvements: _____

Will any other local, state, or federal permits or approvals be needed (list type and agency)?

Does the applicant intend to request any waivers?: ☐ Yes ☐ No

If yes, please list waivers requested and the reason for the request:

Other Requirements:

The following items need to be submitted at the time of application for the application to be deemed complete:

- ☐ Copy of right, title, & interest to property
- ☐ If applicant is a corporation, attach a Certificate of Good Standing
- ☐ If applicant is represented by an agent, provide written proof of agency relationship
- ☐ Proposed subdivision name
- ☐ Calculation of net residential area along with a reference to the zoning and dimensional requirements of the area to be subdivided.
- ☐ Soils report and copies of test pit analyses prepared by a licensed site evaluator
- ☐ Statement regarding means of providing water supply to the subdivision. Include a letter from the water company stating its ability to provide water to the proposed project, if applicable
- ☐ Any proposed covenants and deed restrictions
- ☐ A list of all abutting property owners
- ☐ Boundary survey
- ☐ An Erosion and Sedimentation Control Plan
- ☐ Stormwater Management Plan
- ☐ Street construction plans, if applicable
- ☐ A Subdivision Plan that meets the standards of Section 21.III.C

By signing this application as the applicant:

- I certify that I have read and completely understand the application and pertinent sections of the Town of Fryeburg Land Use Ordinance.
- I certify that the information contained in this application and its attachments are true and correct.
- I understand that all information submitted as part of this document is a matter of public record.
- I understand that I have the burden of proof as to the legal right to use the property and that approval of this application in no way relieves me of this burden. Any authorization issued does not constitute a resolution in favor of me or the landowner in any matters regarding property boundaries or ownership.
- I understand that additional funds may be required through the course of review for special studies, legal review costs, and/or engineering review and that the Planning Board may require additional maps, tests, documentation, or submissions.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

**Town of Fryeburg Planning Board
Notice of Public Hearing**

Date:_____

To:_____

Address:_____

In accordance with Section 21 of the Town of Fryeburg Land Use Ordinance, you are being notified of a public hearing that is being held by the Planning Board to review an Application for Subdivision Approval.

Applicant:_____

Address:_____

Project Location: Map:_____ Lot:_____

Street Address:_____

Brief overview of Project:_____

The Planning Board will consider the proposed application at its meeting indicated below. If you have concerns, questions, or comments, please attend the meeting or submit your comments in writing to the Planning Board, via the Code Enforcement Officer.

Meeting Date:_____

Time:_____

Location:_____

Sincerely,

Applicant

Abutters List: You are required to submit a list of abutters as part of the application. You may use the template below or use your own format.

[illegible]